

**U.S. District Court
Eastern District of Texas
Plano, Texas
Position Vacancy Notice**

Position: Courtroom Deputy

Opening Date: January 16, 2009

Closing Date: January 30, 2009

Starting Salary: \$43,267-\$59,428 (depending upon experience)

Position Description:

Courtroom Deputy to a District Judge

POSITION OVERVIEW:

Courtroom deputies perform general and specialized court functions such as calendaring, managing the judge's caseload, attending and logging court proceedings, processing orders, and recording proceedings. This job entails a high level of knowledge and complexity regarding courtroom operations.

DUTIES AND RESPONSIBILITIES:

- Record court proceedings. Manage and organize exhibits used in court proceedings, including setting up and troubleshooting electronic evidence presentation systems. Attend court sessions and conferences. Assist with the orderly flow of proceedings including, but not limited to, setting up the courtroom, assuring presence of all necessary participants, and managing exhibits. Take notes of proceedings, rulings, notices and prepare minute entries electronically.
- Review cases or reports for necessary actions
- Keep judge and immediate staff informed of case progress. Assist the judge and parties in jury selection and maintain records of jury selection and attendance. Act as liaison between the clerk's office, the bar, the public and the judge to ensure that cases proceed smoothly and efficiently. Maintain contact with counsel during deliberations.
- Schedule court reporters and interpreters; process transcripts; arrange for transcriptions; answer questions from parties and the public regarding obtaining transcripts. Refer defendants to probation office as appropriate.
- Inform jury clerk of upcoming trials, needs for jurors, etc. Draft orders and judgments for the judge's approval including judgment commitment orders. Docket orders, pleadings, judgments, and minutes as directed by local court policy, utilizing applicable automated systems.
- Coordinate hearings. Assist in the accurate statistical reporting requirements of the Administrative Office. Review the quality of electronically filed documents, ensuring that all orders and automated entries are appropriately and accurately docketed, and make summary entries on the docket of all documents and proceedings.
- May perform case administration duties and/or provide training or assistance to employees performing case administration duties, and administrative tasks such as financial transactions.

Conditions of Employment:

Employees must be United States citizens or eligible to work in the United States.

Employees are required to adhere to the Code of Conduct for Judicial Employees, which is available to applicants to review upon request.

Employees of the United States District Court are Excepted Service Appointments. Excepted service appointments are at will and can be terminated with or without cause by the Court.

Employee will be hired provisionally pending the results of a full background investigation. Employee must be qualified to receive a National Security Clearance.

Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit.

Qualifications:

Three years of progressively responsible experience related to the processing of legal documents and monitoring legal procedures, use of specialized terminology, and demonstrated ability to apply a body of rules, regulations, directives, or laws. Experience in the federal judiciary is preferred.

Other Requirements:

Ability to effectively communicate with judges, counsel and other court employees. Ability to take notes and summarize for minute entries. Ability to learn and use automated systems to accomplish work. Knowledge of and skill in the use of automated systems.

Education:

High School graduation required. College degree preferred.

Benefits:

A generous benefits package is available and includes:

- A minimum of 10 paid holidays per year
- Paid annual leave
- Paid sick leave
- Retirement benefits
- Optional participation in the Thrift Savings Plan (401K)
- Optional participation in choice of Federal Employees' Health Benefits
- Optional participation in the choice of Supplemental Dental and Vision Insurance
- Optional participation in choice of Federal Employees' Group Life Insurance
- Optional participation in the Flexible Benefits Program
- Optional participation in the Commuter Benefit Program
- Optional participation in Long-Term Care Insurance
- Optional participation in private long-term disability plan
- Credit for prior government service.

How to Apply:

Interested applicants must submit an Application for Judicial Branch Employment. This application is available at www.txed.uscourts.gov/employment/ao_078_0603_ur.pdf and should be emailed to myrna_davis@txed.uscourts.gov or mailed to Myrna Davis, Personnel, U. S. District Court, 211 W. Ferguson St., Tyler, Texas 75702.